ATTACHMENT A----STATEMENT OF WORK

Task 1: IT Administrative Business Systems & Security Administration Support

The Contractor shall Provide Office Automation, Infrastructure, and Telecommunications support and services to the Applied Engineering and Technology Directorate (AETD). The Contractor shall provide solutions and implementation support to protect the critical business management infrastructure of the directorate. The Contractor shall provide sustaining engineering and enhancements to the existing business management infrastructure to support the growth and continued efficient operation of the directorate. The Contractor shall provide assistance to the directorate in the management documentation and deployment of secure functional infrastructure solutions to meet organizations networking goals.

1. Provide a Security LAN Administrator/Engineer to support the IT Manager in deploying several technologies across the directorate's domain. To implement the strategy developed for deploying MS Active Directory 2003, deployment of WIN 2003 Server on appropriate resources.

2. Provide assistance to the government in the management documentation and deployment of a LAN that is secure and fully functional to meet organizations networking goals.

3. Act as Computer Security Official for the Directorate Office.

4. Provide security engineering consultation services and support to perform back office support functions for the Directorate IT Manager, and Directorate Computer Security Engineer.

5. The contractor shall attend meetings, briefings, formal reviews, and conferences as requested by the Task Monitor.

APPLICABLE DOCUMENTS:

NASA Procedural Requirements (NPR) 2810.1, *Security of Information Technology*; Goddard Procedural Requirements (GPR) 2810.1, *Security of Information Technology*; AETD Security Plan (s); AETD Security Procedures; AETD Contingency Plan (s); AETD Risk Analysis; NASA-STD-2804, *Minimum Interoperability Software Suite*; and NASA-STD-2805, *Minimum Hardware Configurations*

PERFORMANCE SPECIFICATIONS:

Reports and Documents: Technical performance will be based on thoroughness and completeness of written reports.

Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing, and (5) coordination with and a good working relationship with ATR and other related contractor efforts, if applicable.

MILESTONES/DELIVERABLES AND DATES:

1. Weekly Status Reports
2. Monthly Progress Reports

Period of Performance

See official contract.